

School System (1) School (2)
Student's Name (3) Date (4)

(5)_____ (student's name) was referred for a comprehensive evaluation in order to determine eligibility and need for special education on (6)_____ (date). We received the signed *Informed Parental Consent for Evaluation* on (7)_____ (date). This child's evaluation, eligibility determination, and placement time frame were proposed to be completed within 40 school days from this date or by (8)_____ (date). Due to the reason listed below, we are requesting permission to waive the 40 school day evaluation, eligibility determination, and placement time frame as stated at §0520-1-9-.10 of Tennessee's *Rules, Regulations, and Minimum Standards*. This child's evaluation, eligibility determination, and placement will be completed no later than (9)_____ (date). The following information outlines the reason for needing extended time to evaluate this child, and the number of additional school days required to complete these procedures.

| Reason for Delay (choose the ONE that is most appropriate) (10) | Additional # of School days required (11) |
|--|---|
| Limited access to professional staff | <input type="checkbox"/> |
| Student/family language delays | <input type="checkbox"/> |
| Student transfer from another district | <input type="checkbox"/> |
| Student transfer within the district | <input type="checkbox"/> |
| Waiting on specialist reports | <input type="checkbox"/> |
| Excessive student absences | <input type="checkbox"/> |
| Parent did not show for scheduled meeting, or parent cancelled scheduled meeting too late to reschedule within timelines, or parent requested to schedule meeting outside of timelines | <input type="checkbox"/> |
| Student/parent serious medical issues | <input type="checkbox"/> |
| Repeated attempts to contact parents failed | <input type="checkbox"/> |
| Student shows documented progress when provided with researched-based interventions in general education classroom | <input type="checkbox"/> |
| Other: Explain- | <input type="checkbox"/> |

Have parents been informed of the reasons for the delay? Yes ☐ No ☐ (12)

I have been informed of and agree to the school's request for an extension to the 40 school day timeline in order to complete an initial evaluation; determine eligibility for special education; and, if eligible, determine appropriate placement. I have reviewed the enclosed brochure entitled *Notice of Procedural Safeguards*.

Signature of Parent or Guardian (if obtainable): (13)_____ Date: _____
Comments: (14)_____

FOR SCHOOL SYSTEM COMPLETION

Referring Assessment Person (15)_____ Position _____

Supervisor/Coordinator's Approval Signature (16)_____

Date Evaluation Timeline Waiver Faxed to TDOE _____

Fax to 615-532-9412

FOR TDOE USE ONLY

_____ Date Received

_____ Date of Review

STATUS: (17)_____ APPROVED for _____ Additional School Days
(18)_____ NOT APPROVED

New Eligibility/Placement Date (19)_____

(20)_____

Signature – Department of Education

_____ Date

The Special Education Programs and Services Rulemaking Hearing Rules of the State Board of Education [§0520-1-9-.10] state:

“An initial evaluation must be conducted and an initial educational placement must be made within forty (40) school days of the local education agency’s receipt of informed parental consent for an initial evaluation. A reasonable extension may be approved by the state department of education if, based on the unique needs of the child being evaluated, extra time is required. The granting of any extension will be based on the documented individual needs of the child.”

NOTE: Evaluation, Eligibility, and Placement Timeline Extension Requests that are not totally complete or have been completed incorrectly will be returned to the school system unapproved.

PURPOSE: To document the need for an extension of the forty (40) school days timeline when the unique needs of the child being evaluated constitute a reasonable exception for requiring additional time for the evaluation, determination of eligibility, and placement of the student.

FORM USE: The assessment specialist completes this form **after** the *Informed Written Parental Consent* form is received and typically **prior** to the required due date (40 school days from the date the school receives the signed *Informed Written Parental Consent* form). The *EEP Timeline Extension Request* also includes an explanation of the reasons why extra time is needed and includes the date the proposed evaluation to placement will be completed. The *EEP Timeline Extension Request* is submitted to the State Department for approval.

WHEN TO USE: The *Evaluation, Eligibility, and Placement Timeline Extension Request* is to be used any time a delay in an **initial evaluation** is going to occur. It is **not** to be used for delayed **reevaluations**.

The following instructions for completing and submitting the *Evaluation, Eligibility, and Placement Timeline Extension Request* are written to correspond to numbered fields of this form as shown on the page 1 of this document.

INSTRUCTIONS:

FOR SCHOOL ASSESSMENT PERSONNEL COMPLETION

Page Heading

1. Write the name of the requesting school system.
2. Write the name of the student’s school.
3. Write the name of the child being assessed.
4. Write the date of request for an *EEP Timeline Extension Request*.

First Paragraph

5. Write the name of the child being assessed.
6. Write the date when the child was referred for an initial evaluation and the *Informed Written Parental Consent* was sent to the parent.
7. Write the date the *Informed Written Parental Consent* was signed by the parent – this is the date that begins the 40 school days timeline.
8. Calculate 40 school days from the date the school received the *Informed Written Parental Consent*. Do not include in this count weekends, holidays, or periods of time when school is not in session.
9. Determine the number of school days required for the timeline extension – that is, the total number of days requested in #11. Then calculate the proposed new evaluation completion date.

Table

10. Determine the most appropriate reason for delay and check the corresponding box. You must check only **one** box; otherwise the form will be sent back unapproved.
11. Record the number of additional school days required.

Parent Notification

12. When possible, inform the parents of the delay and send the *Evaluation, Eligibility, and Placement Timeline Extension Request* to the parent for permission to extend the evaluation timeline. Provide a copy of the *Notice of Procedural Safeguards* brochure to the parent with the *EEP Timeline Extension Request*.
13. If obtainable, the parent should sign granting permission to extend the 40-school day timeline requirement for evaluation, eligibility determination, and placement.
14. Parents may make comments if they desire in the comment section

FOR SCHOOL SYSTEM COMPLETION

15. Line# 15 is signed by the assessment person requesting the extension.
16. The Special Education Supervisor's or Assessment Coordinator's signature must be on line #16 as approval for the request for an extension to the evaluation, eligibility, and placement request prior to submission to TDOE.

NOTE: Fax the Evaluation, Eligibility, and Placement Timeline Extension Request with attention to Evaluation Services Director at the Division of College and Career Ready at 615.532.9412. Be sure to include a Fax Cover Sheet with pertinent information for returning the form after review. This includes a fax return number and the approving supervisor's name.

FOR TDOE COMPLETION

17. When the request for a timeline extension is approved, line #17 is checked, and the additional number of school days granted is recorded. *Please note: Reasons for delay that are approvable are reasons that are beyond the school's control or extenuating circumstances, such as parent/student medical issues or student shows documented progress in general education.*
18. When the request for a timeline extension is not approved, line #18 is checked. *Please note: Reasons for delay that are not approved are reasons that the school is responsible for, such as limited access to professional staff.*
19. The new Eligibility/Placement Date is entered on line #19. This date should be the same date as the date written on line #9.
20. The DOE assessment consultant who reviewed the request signs and dates line #20.

The completed request for an EEP Timeline Extension Request is faxed back to the school system's assessment coordinator/supervisor to be filed in the student's file. The completed form is also filed at the TDOE.